



**RETURN BIDS TO:**  
**RETOURNER LES SUBMISSION À :**  
 Parks Canada Agency  
 Bid Receiving Unit  
 National Contracting Services  
 635 – 8 Avenue S.W., suite 1300  
 Calgary, AB T2P 3M3  
**Bid Fax:** 1-866-246-6893

# REQUEST FOR QUOTATION

# DEMANDE DE PRIX

**Quotation to: Parks Canada Agency: Parks Canada Agency**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefor.

**Prix aux: l'Agence Parcs Canada: l'Agence Parcs Canada**

Nous offrons par la présente de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

**Issuing Office - Bureau de distribution :**

Parks Canada Agency  
 National Contracting Services  
 635 – 8 Avenue S.W., suite 1300  
 Calgary, AB T2P 3M3

<b>Title – Sujet</b> Janitorial Services – Gwaii Haanas National Park Reserve	
<b>Solicitation No. – N° de l'invitation</b> 5P420-17-5395/A	<b>Date</b> January 12, 2017
<b>Client Reference No. – N° de référence du client</b> 45396167	
<b>GETS Reference No.   N° de reference de SEAG</b> PW-18-00811536	
<b>Solicitation Closes – L'invitation prend fin</b>  <b>At: 14:00</b> <b>On: January 30, 2018</b>	<b>Time Zone – Fuseau horaire</b>  <b>MST</b> <b>HNR</b>
<b>F.O.B. – F.A.B.</b> Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
<b>Address Enquiries to – Adresser toutes questions à</b> Andrea McGraw-Alcock	
<b>Email Address</b> <a href="mailto:andrea.mcgraw-alcock@pc.gc.ca">andrea.mcgraw-alcock@pc.gc.ca</a>	
<b>Telephone No.</b> (403) 299-8011	<b>Fax No.</b> 1-866-246-6893
<b>Destination of Goods, Services, and Construction</b> Gwaii Haanas National Park Reserve	

**TO BE COMPLETED BY THE BIDDER**

<b>Vendor/ Firm Name - Raison sociale et adresse du fournisseur/ de l'entrepreneur</b>	
<b>Address – Adresse</b>	
<b>Telephone No. – N° de telephone</b>	<b>Fax No. - N° de télécopieur</b>
<b>Name of person authorized to sign on behalf of the Vendor/ Firm (type or print) – Nom de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1.1.1. Before award of a contract, the following conditions must be met:

- (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 – Resulting Contract Clauses;
- (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

1.1.2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

### **1.2 Statement of Work**

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (15) working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2017-04-27) Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

#### **2.1.1 Optional Site Visit**

**It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at the Gwaii Haanas Administration Building located at 60 Second Beach Road, Skidegate, BC, V0T 1S1 on Tuesday, January 23, 2014. The site visit will begin at 1:00PM PST.**

Bidders are requested to communicate with the Contracting Authority no later than one (1) day before the scheduled site visit to confirm attendance and provide the name(s) of the person(s) who will attend.

Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid.

Bidders are not required to wear health and safety protection.

### **2.2 Submission of Bids**

Bids must be submitted only to Parks Canada Agency (PCA) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

**Bids transmitted by facsimile to PCA will be accepted at 1-866-246-6893.**

**Due to the nature of the bid solicitation, bids transmitted by email to PCA will not be accepted.**

### **2.3 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### **Definitions**

For the purposes of this clause,

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Amd. No. - N° de la modif.  
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Contracting Authority - Autorité contractante  
Andrea McGraw-Alcock

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"former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

#### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

#### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

**Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

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## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than four (4) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.5 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

##### **3.1.1 Exchange Rate Fluctuation**

SACC Manual Clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

#### **Section II: Certifications**

Bidders must submit the certifications required under Part 5.

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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### **4.2 Basis of Selection**

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, if applicable, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

#### **5.2.1 Integrity Provisions - Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

Section 17 of the Policy requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. Bidders must provide the information requested at Annex "E", Integrity Provisions – List of Names for Integrity Verification Form.

#### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

## **PART 6 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **6.1 Security Requirements**

The following security requirements apply and form part of the Contract.

- 6.1.1** The Contractor personnel requiring access to classified or protected information, assets or operational work areas must EACH hold a valid RELIABILITY STATUS, granted or approved by Parks Canada Departmental Security Office (PCDSO).
- 6.1.2** Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of PCDSO.

### **6.2 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

### **6.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### **6.3.1 General Conditions**

**2010C** (2016-04-04), General Conditions – Services (Medium Complexity) apply to and form part of the Contract.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to January 31, 2019 inclusive.

#### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions from February 1, 2019 – January 31, 2020 inclusive, February 1, 2020 – January 31, 2021 inclusive, and February 1, 2021 – January 31, 2022 inclusive. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

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## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

**Andrea McGraw-Alcock**  
Contracting Officer, National Contracting Services  
Parks Canada Agency  
635 – 8 Avenue S.W., Suite 1300  
Calgary, AB T2P 3M3

Telephone: (403) 299-8011  
Facsimile: 1-866-246-6893  
E-mail address: [andrea.mcgraw-alcock@pc.gc.ca](mailto:andrea.mcgraw-alcock@pc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Project Authority

The Project Authority for the Contract is:

**\*\*\* To be determined at contract award \*\*\***

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

<b>Representative's Name:</b>		
<b>Title:</b>		
<b>Vendor/ Firm Name:</b>		
<b>Address:</b>		
<b>City:</b>	<b>Province/ Territory:</b>	<b>Postal Code:</b>
<b>Telephone:</b>	<b>Facsimile:</b>	
<b>Email Address:</b>		
<b>Procurement Business Number or Goods and Services Tax Number:</b>		

## Instruction on how to obtain a Procurement Business Number (PBN)

Canadian Bidders are requested to have a Procurement Business Number (PBN) before Contract award. Bidders may register for a PBN in the Supplier Registration Information service on line at the [Business Access Canada Website](https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier) (<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>). For non- Internet registration, Bidders may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

### 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

### 6.7 Payment

#### 6.7.1 Basis of Payment: Cost reimbursable – Limitation of Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex “B”, to a limitation of expenditure of \$\_\_\_\_\_ (to be inserted at **contract award**). Customs duties are included and Applicable Taxes are extra.

#### 6.7.2 Limitation of Expenditure

**6.7.2.1** Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ (to be inserted at **contract award**). Customs duties are included and Applicable Taxes are extra.

**6.7.2.2** No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

**6.7.2.3** If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### 6.7.3 Monthly Payment

SACC Manual clause [H1008C](#) (2008-05-12) Monthly Payment

## 6.8 Invoicing Instructions

**6.8.1** The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

**6.8.2** Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 6.9 Direct Deposit

In April 2012, the Government of Canada announced that direct deposit would be replacing cheques as the primary payment method for the federal payments issued by the Receiver General for Canada by April 2016. If the Bidder is not set up for direct deposit, a Direct Deposit Enrollment Form will be required to be submitted to the Contracting Authority upon receipt of a Contract.

Additional information on this Government of Canada initiative is available at: <http://www.directdeposit.gc.ca>.

## 6.10 Certifications

### 6.10.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 6.11 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

## 6.12 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) [2010C](#) (2016-04-04), General Conditions – Services (Medium Complexity);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Commercial General Liability Insurance;
- (f) Annex "D", Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (g) the Contractor's bid dated (*inserted at contract award*).

## 6.13 SACC Manual Clauses

[A9068C](#) (2010-01-11), Government Site Regulations

[B6802C](#) (2007-11-30), Government Property

[B9028C](#) (2007-05-25), Access to Facilities and Equipment

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Andrea McGraw-Alcock

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45396167

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## **6.14 Inspection and Acceptance**

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

## **6.15 Insurance Specific Requirements**

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## ANNEX "A" - STATEMENT OF WORK

### 1. GENERAL:

- 1.1. The work described by this specification involves janitorial services for the Gwaii Haanas Field Unit's Administration Office located at the Haida Heritage Centre, 60 Second Beach Road, Skidegate, BC and the Maintenance Compound located at 1325 Oceanview Drive, Queen Charlotte, BC.

### 2. Terminology:

<b>Routine Cleaning:</b>	Means cleaning operations which are specified to be performed monthly or more frequently such as weekly or daily.
<b>Scheduled Operations:</b>	Means cleaning operations which are specified to be performed less frequently than monthly such as every two months, three times a year, quarterly, semi-annually or annually.
<b>Flight of Stairs</b>	Includes steps and risers situated between two floor levels including landing(s) as well as hand railings.

### 3. Quality Standards

The quality standards described below must be strictly adhered to. All inspections made by Parks Canada will be rated according to these quality standards.

<b>Cleaning: General:</b>	(a) All surfaces and objects specified must be free of dust, stains, spills, debris and soil immediately after cleaning operation. (b) Machinery and equipment must not block a passageway or present a trip hazard. (c) Furnishings moved by cleaners must be relocated to their original location.
<b>Damp Wiping:</b>	(a) Surfaces must be free of dust, stains, streaks and water spotting following damp wiping. (b) Wiping cloths must be rinsed frequently and free of stains and odours. (c) Feather dusters are not acceptable.
<b>Spot Cleaning:</b>	(a) All affected areas must be clear of stains, fingerprints, streaks, and soil. (b) All over-spray from spray applicators must be wiped clean from all surfaces.
<b>Cleaning and Disinfecting:</b>	(a) Client-approved, commercial disinfectant cleaner must be used. (b) Manufacturer's instructions must be followed for best results. (c) All surfaces cleaned and disinfected must be rinsed clean of residual disinfectant.
<b>Cleaning and Descaling:</b>	(a) All surfaces cleaned of accumulated mineral deposits.
<b>Dusting:</b>	(a) All surfaces must be free of dust (and cobwebs). (b) Surface must be dusted using damp rag wiping or vacuuming as appropriate. (c) Dust must be contained and prevented from floating freely in the air during operation.
<b>Glass/Mirror Cleaning:</b>	(a) All glass must be clean on both sides and free of streaks and finger marks. (b) Adjacent areas including frames, casing and ledges must be free of water spotting, splash marks and streaks.
<b>Sweeping:</b>	(a) All floor areas including open areas and flooring around furniture legs and into corners be free of dirt and litter.

- Vacuuming:** (a) All surfaces, including difficult to reach areas, must have an overall appearance of cleanliness and must be free of visible dust, dirt and grit.  
(b) A power head must be used. Vacuums must be two motor design (one for suction, one for power head).
- Dust Mopping:** (a) All floor areas including open areas and flooring around furniture legs and into corners must be free of debris and dust film.
- Damp Mopping:** (a) Floor areas including open areas and flooring around furniture legs and into corners must be clean and free of surface stains, soil, gum marks, mop streaks, loose mop strands and water spotting.  
(b) The Contractor must sweep or dry mop the area immediately before damp mopping.  
(c) The Contractor must start damp mopping with clean water and mop.  
(d) Walls, baseboards and other surfaces must be free of splash marks.  
(e) Caution signs must be in place around the affected work area.
- Scrubbing and Refinishing:** (a) Floor areas including open areas and flooring around furniture legs and into corners must be cleaned using a mild detergent.  
(b) All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations.  
(c) The Contractor must apply one coat of finish compatible with existing finish (wax) if applicable.  
(d) All areas must present an overall appearance of cleanliness free of scuffs and stains, have a bright shine, and be free of debris and dust once the “Scrub and Refinish” is complete.
- Strip and Refinish** (a) Supplier must apply all performance standards as with “Scrub and Refinish”.  
(b) All old finish must be removed and all residual stripper chemical cleaned away.  
(c) New finish must be applied to all portions of the floors.  
(d) Refinish must include 2 coats of finishing material (wax).  
(e) All areas must be clean and clear of all stains, blemishes and dirt, and have a consistent shine free of scrapes and marks once the “Strip and Refinish” is complete.
- Washing Floors:** (a) All standards outlined in “Damp Mopping” apply.  
(b) In addition, surfaces must be rinsed free of cleaning solution after floors are washed.  
(c) All areas must be free of dirt, stains, splashing, cleaning chemical and water accumulations as well as scuff marks.
- Hot Water Extraction:** (a) All carpets and walk-away mats must be clean and free of accumulated dust and dirt and stains as a result of Hot Water Extraction.  
(b) Areas must be cleaned to walls and corners.
- Stain Removal:** (a) All carpets, walk-away mats and hard surface floors must have no visible stains or discoloration after stain removal operation.  
(b) Where stain removal involves wetting of a hard surface floor, caution signs must be in place around the affected work area.

#### 4. SCOPE OF WORK - ADMINISTRATION OFFICE

The work at the administration office includes routine, monthly and semi-annual cleaning tasks as follows:

##### 4.1 Routine Cleaning

4.1.1 Routine cleaning must be done twice weekly as identified in the 4.5 Schedule.

4.1.2 The Contractor must provide the following services for each routine cleaning:

4.1.2.1 Empty all waste baskets and replace garbage bags as required. Dispose all waste and garbage in bin located outside the office.



- 4.1.2.2 All carpets to be vacuumed, removing spots and stains as they occur.
- 4.1.2.3 Photocopy room: sweep flooring, wipe table and photocopier.
- 4.1.2.4 Lunchroom: Clean sink, wipe down counters, table and stove surface, sweep floor.
- 4.1.2.5 Washrooms: Wash and disinfect floors, sinks, mirrors, dispensers, toilets, refill soap dispensers, toilet paper and hand towels. Cleaning schedule for upstairs common area washrooms is limited to May to September (see 4.2.1 below) all other washrooms unless indicated are to be done during routine cleaning.
- 4.1.2.6 Stairs in the administration building must be cleaned routinely. Handrail must be wiped and disinfected as required.

#### 4.2 Additional Routing Cleaning: May-September

- 4.2.1 Common area washrooms (upstairs administration building): Wash and disinfect floors, sinks, mirrors, dispensers, toilets as well as refill soap dispensers, toilet paper and hand towels.
- 4.2.2 Front Entrance: Vacuum foyer and front reception, clean tables and front desk.

#### 4.3 Monthly Cleaning

- 4.3.1 Monthly cleaning must be done during the last weekend of every month as identified in 4.5 Schedule.
- 4.3.2 The Contractor must provide the following services for each monthly cleaning, in addition to routine cleaning:
  - 4.3.2.1 Clean windows in front lobby entrance.
  - 4.3.2.2 Damp wipe receivers of all telephone sets with a mild disinfectant.
  - 4.3.2.3 Lunchroom: disinfect garbage can, wipe down fridge exterior, clean microwave and mop floor.
  - 4.3.2.4 Wipe down reception desk, boardroom tables and Field Unit Superintendent's meeting table.
  - 4.3.2.5 Remove smudges on walls in corridors, reception area, lobby, lunchroom and boardrooms.
  - 4.3.2.6 Mop photocopy room floor.

#### 4.4 Semi-Annual Cleaning

- 4.4.1 Semi-Annual cleaning must be done during the last weekend of April and during the last weekend in November as identified in 4.5 Schedule.
- 4.4.2 The Contractor must provide the following services during each semi-annual cleaning in addition to routine and monthly cleaning:
  - 4.4.2.1 Clean all light fixtures, including the removal of dust and insects from hanging fixtures.
  - 4.4.2.2 Vacuum and/or dust, as appropriate, walls, ceilings, office partitions, doors, door frames, window frames, baseboards and air diffusers/grills.
  - 4.4.2.3 Strip waxed floors and re-wax.
  - 4.4.2.4 Dust interior window blinds.
  - 4.4.2.5 Dust and wipe down all cleared furniture surfaces.
  - 4.4.2.6 Wash all office interior windows.
  - 4.4.2.7 Clean all picture frames and polish glass.
  - 4.4.2.8 Shampoo all carpets using commercial equipment meeting the hot water extraction quality standards.

#### 4.5 Schedule

- 4.5.1 **Routine Cleaning:** Shall be undertaken Wednesday evenings (after 6:00 p.m.) and on the weekend (either Friday evenings, Saturday or Sunday) except on dates identified in 4.5.4.
- 4.5.2 **Monthly Cleaning:** Shall be undertaken on last weekend of every month except on dates identified in 2.4.4.
- 4.5.3 **Semi-annual Cleaning:** Shall be undertaken on the last weekend in April and November.
- 4.5.4 **Dates when no cleaning is required:** Between December 25 and January 1st, of each year (2018-2022).

### 5. SCOPE OF WORK - MAINTENANCE COMPOUND

The work at the maintenance compound building includes routine and annual cleaning tasks for the following spaces only: office space, entrance, stairs, landing, shop bathroom, and apartment bathroom, as follows:

## 5.1. Routine Cleaning

- 5.1.1. Routine cleaning must be done every weekend (either Friday evenings, Saturday or Sunday) except as noted in 5.3 Schedule.
- 5.1.2. The Contractor must provide the following services for each routine cleaning:
  - 5.1.2.1. Empty all waste baskets and replace garbage bags as required. Dispose all waste and garbage in bin located outside.
  - 5.1.2.2. Vacuum /sweep and wash flooring
  - 5.1.2.3. Washrooms: Wash and disinfect floors, sinks, mirrors, dispensers, toilets, refill soap dispensers, toilet paper and hand towels.
  - 5.1.2.4. Dust and wipe down kitchen area surfaces and cleared furniture areas.

## 5.2. Annual Cleaning

- 5.2.1. Annual cleaning must be done the last weekend in February.
- 5.2.2. The Contractor must provide the following services for each annual cleaning in addition to routine cleaning:
  - 5.2.2.1. Clean all light fixtures, including the removal of dust and insects from hanging fixtures.
  - 5.2.2.2. Vacuum and/or dust walls, ceilings, doors, door frames, window frames, baseboards and air diffusers/grills.
  - 5.2.2.3. Remove smudges from walls.
  - 5.2.2.4. Dust window blinds.
  - 5.2.2.5. Wash windows inside and out.

## 5.3. Schedule

- 5.3.1. Routine cleaning will not be required from December 1 to January 31 at the Maintenance Compound.
- 5.3.2. Annual cleaning must be done the last weekend in February.

## 6. MATERIAL AND EQUIPMENT

- 6.1. The contractor will supply disinfectants, cleaning soap, hand soaps, waxes, garbage bags plus all other material and equipment necessary to perform the job. Materials must meet the approval of the Project Authority and be recognized as Environmentally Friendly Products.
- 6.2. The provision of paper supplies (toilet paper and hand towelling) will be provided by Parks Canada.

## 7. MISCELLANEOUS

- 7.1. Contractor must ensure the security of the building and equipment while working in the building. Contractor must also ensure the following items are done before leaving:
  - 7.1.1 All windows are closed and locked.
  - 7.1.2 All exterior doors are locked.
  - 7.1.3 The building alarm system has been set, if applicable.
  - 7.1.4 If in entry the alarm is not set, and no staff are on site, this occurrence should be reported to project authority.
- 7.2. Any absent days of routine cleaning will be deducted from the monthly bill.

## 8. CONDITIONS OF CONTRACT

- 8.1. Contractor must have comprehensive general liability insurance minimum \$2,000,000.00 and proof must be provided prior to contract award.
- 8.2. The Contractor and its employees must be security cleared to the Enhanced Reliability Level as defined by Treasury Board. The contract will not be awarded until security clearances have been completed.
- 8.3. Contractor and its employees will work in a safe manner as per Worksafe BC Guidelines and contractor will maintain Worker's Compensation coverage. Proof of coverage must be provided prior to contract award.
- 8.4. Contractor will have primary responsibility for Occupational Health and Safety for work undertaken and will complete the Attestation and Proof of Compliance with Occupational Health and Safety form prior to contract award.

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## **9. INSPECTIONS/REPORTING**

- 9.1.** The Administration Office and Maintenance Compound will be subjected to regular and ongoing inspections by the PCA Project Authority or designate to ensure that service levels provided under this contract meet Crown expectations.
- 9.2.** Meetings may be arranged at the request of the Project Authority at mutually agreed times.
- 9.3.** The Contractor must report any required maintenance repair items to the Project Authority.
- 9.4.** The Contractor is not responsible for the repairing, or arranging for the repair of Crown owned buildings and equipment.
- 9.5.** The Contractor must report when PCA supplied items, or equipment are running low and need to be reordered to the Project Authority.

## **10. Reference Documents**

The following drawings are available as a separate attachment to this Statement of Work:

Admin Office – Lower Floor  
Admin Office – Upper Floor  
Teknion Office Layout – Gwaii Haanas

**ANNEX "B" - BASIS OF PAYMENT**

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm prices as identified below. The prices are in Canadian Dollars, and are for the provision of all costs (including but not limited to travel, accommodation, living expenses and delivery of services) as required to satisfactorily perform the Work in accordance with Annex "A" except for those items provided by Parks Canada. Prices do not include applicable tax

Item No.	Description	Unit of Measurement	Firm Price Per Unit (PU)	Estimated Quantity (EQ)	Estimated Amount (PU x EQ)
<b>For the period of the Contract from date of Contract – January 31, 2019:</b>					
1.1.	Firm monthly price for <u>all</u> Routine Cleaning and Scheduled Operations. <i>Includes <u>all</u> daily, weekly, monthly, quarterly, and annual tasks.</i>	Per Month	\$	12	\$
<b>For the optional period (01) of the Contract from February 1, 2019 – January 31, 2020:</b>					
1.2.	Firm monthly price for <u>all</u> Routine Cleaning and Scheduled Operations. <i>Includes <u>all</u> daily, weekly, monthly, quarterly, and annual tasks.</i>	Per Month	\$	12	\$
<b>For the optional period (02) of the Contract from February 1, 2020 – January 31, 2021:</b>					
1.3.	Firm monthly price for <u>all</u> Routine Cleaning and Scheduled Operations. <i>Includes <u>all</u> daily, weekly, monthly, quarterly, and annual tasks.</i>	Per Month	\$	12	\$
<b>For the optional period (03) of the Contract from February 1, 2021 – January 31, 2022:</b>					
1.4.	Firm monthly price for <u>all</u> Routine Cleaning and Scheduled Operations. <i>Includes <u>all</u> daily, weekly, monthly, quarterly, and annual tasks.</i>	Per Month	\$	12	\$
<b>Total Evaluated Bid Price</b> (Addition of "Estimated Amount" for items 1.1 through 1.4 inclusive)					\$

**Notes:**

- (a) In conducting its evaluation of the bids, Canada may, but has no obligation to correct any error in the extended pricing of bids by using unit pricing and any error in quantities in bids to reflect the quantities stated in the bid solicitation. In the case of error in the extension of prices, the unit price will govern.
- (b) Estimated quantities do not guarantee a commitment of work by Canada and Canada reserves the right to reduce estimated quantities without liability to the Contractor.
- (c) Bidders must submit their financial bid in accordance with the Basis of Payment.
- (d) Bidders must provide individual prices for each item.
- (e) Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
- (f) All prices are in Canadian dollars, FOB destination.
- (g) Unidentified costs will not be allowable under the Contract unless there is a change to the work requirements and addressed by a contract amendment issued by the Contracting Authority.
- (h) Should a partial month of services be performed at the onset of the Contract due to an award mid-month, the monthly rate will be prorated to reflect the percentage of the services rendered.

## ANNEX "C" - COMMERCIAL GENERAL LIABILITY INSURANCE

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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**ANNEX “D” - ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)**

*The following form must be completed and signed prior to commencing work on Parks Canada Sites.*

**Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.**

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

<b>Parks Canada Responsible Authority/Project Lead</b>	<b>Address</b>	<b>Contact Information</b>
<b>Project Manager/Contracting Authority</b>		
<b>Prime Contractor</b>		
<b>Subcontractor(s)</b> (add additional fields as required)		

<b>Location of Work</b>
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<b>General Description of Work to be Completed</b>
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**Mark “Yes” where applicable.**

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, \_\_\_\_\_ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

**Name**

**Signature**

**Date**

**ANNEX “E” - INTEGRITY PROVISIONS – LIST OF NAMES FOR INTEGRITY VERIFICATION FORM**

**Requirements**

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the bidder or offeror’s organizational structure:

**Instructions**

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners’ names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

<b>Organizational Structure:</b>	<input type="checkbox"/> Corporate Entity
	<input type="checkbox"/> Privately Owned Corporation
	<input type="checkbox"/> Sole Proprietor
	<input type="checkbox"/> Partnership

**List of Names** (see instructions above)

Name	Title



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**Declaration**

I, (name) \_\_\_\_\_, (position) \_\_\_\_\_

\_\_\_\_\_, of (supplier's name) \_\_\_\_\_

\_\_\_\_\_, declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

---

Signature

Please include with your bid or offer.